

EMS SUPPLY SPECIALIST

DEFINITION: Under immediate supervision, provides a variety of support services in maintaining the operational readiness of the Emergency Medical Services Division.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)

TASKS:

Gathers and receives requests for emergency medical supplies and equipment and other supplies and materials; delivers and distributes requested/required equipment and supplies to various stations; logs requests and monitors inventory of remaining supplies and equipment; collects and disposes of biohazard materials, waste and contaminated medical equipment; inspects and determines what equipment is reusable; disposes of or repairs equipment as appropriate.

Provides and maintains usage records and reports; identifies items in low supply and/or otherwise needing to be ordered; accepts and checks items received; inventories and logs shipped and received items; updates records; rotates stock; monitors stock for expiration and/or "use by" dates; inspects equipment and materials for usability; responds to situations as an Emergency Medical Technician when needed. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable State of Tennessee statutes, rules, administrative orders, case law, and Federal rules and regulations.

Knowledge of Hamilton County policies and procedures.

Knowledge of the use of emergency and non-emergency equipment, materials and supplies.

Knowledge of the basic principles of inventory control and maintenance.

Knowledge of the basic principles of record keeping, bookkeeping, records and file management.

Skill in assessing supply and equipment needs and determining appropriate supply levels.

Skill in dealing with other employees, vendors, volunteers, interested parties and the general public.

Skill in effectively managing inventory and stock that includes special storage needs, limited shelf-life and related conditions.

Skill in handling potentially hazardous equipment, materials and supplies.

Skill in operating a personal computer utilizing a variety of software packages.

Skill effectively communicating in both oral and written form.

PHYSICAL REQUIREMENTS:

Work requires good physical fitness with the ability to function effectively in heavy, cumbersome protective gear, be able to lift and carry heavy, bulky items, equipment, materials, supplies and people weighing up to 200 in unpredictable weather conditions over varying terrain. There is also the risk of bodily harm and potential exposure to infectious diseases, toxic fumes and chemicals.

MINIMUM QUALIFICATIONS:

The equivalent of a High School diploma and two (2) years of experience in emergency service work. Applicants must be able to effectively communicate in both oral and written form.

EMS Supply Specialist – continued

ADDITIONAL REQUIREMENTS:

Applicant must be licensed in Tennessee as Emergency Medical Technician at the time of application. Incumbents must be eligible to receive and must retain all other required licenses and certifications.

Prepared by: FC
Reviewed by: VY